



Vallejo Community Organizations Recycling Inc.

38 Sheridan St □ Vallejo CA 94590 □ 707 645-8258

e-mail info@valcorerecycling.org

□ FAX (707)553-2784

website: www.VALCORErecycling.org

GROUP INSTRUCTIONS FOR THE VALLEJO FARMERS' MARKET

1. Pick up supplies any day prior to the event, during VALCORE's normal operational hours. Check in with the General Manager Mark Nichols when picking up supplies.
 - Supplies will include: a table, 2 chairs, a box of recycling literature, displays, a box of giveaways, an event information sheet, a sign in sheet, blank waivers of liability, a VALCORE banner and any other information pertinent to the events.
 - Sign out the supplies when you pick them up and also sign them in when you return them.
2. On the day of the Market, check in at 8:45am with Ron Jackson or the presiding Market Manager at the Informational Booth on the South East corner of Marin and Georgia for your place.
3. Set up the table and present all recycling literature and displays in a neat and orderly fashion. Attach the VALCORE banner to the front of the table and set up the umbrella or canopy.
 - All Group participants must sign in and have a current waiver on file. If not, it is necessary to fill out a waiver.
4. Greet interested market-goers in a warm and inviting manner.
 - Acquaint yourself with the recycling literature so you will be able to answer people's questions accurately or direct them approximately.
5. The Market is over at 1:00pm so you break down then.
6. Take all supplies back to VALCORE during operational hours and give them to the events coordinator, manager or weighmaster.
7. If you have any questions please call the Manager at 707-853-1906.

Thank You